

## **Chipping Campden Town Council Allotment Waiting List Policy**

Chipping Campden Town Council has one allotment site with 30 full-size plots situated at The Bratches, Aston Road, Chipping Campden.

The allotment site waiting list is open to anyone, however, allocations will be dealt with in the following order of priority:

1. Applicant does not hold an allotment tenancy and is resident in the Parish of Chipping Campden.
2. Applicant is resident in the Parish of Chipping Campden and already holds an allotment tenancy.
3. Applicant does not hold an allotment tenancy and is resident in a nearby parish which either does not provide allotments or there are no allotment vacancies.
4. Applicant is resident in a nearby Parish and is already holds a Chipping Campden TC allotment tenancy.

If an applicant is not resident within the Parish of Chipping Campden, we may make additional enquiries as to the availability of allotments within your own area.

Requests may be made for specific plots but offer no guarantee of being successful as priority will always be given to the person waiting for a plot for the longest time and who doesn't already hold an allotment.

To go on a site waiting list you will be required to contact the Town Clerk and provide the following details: your name, address, telephone numbers and email address. These details will be kept on file and your name added to the waiting list.

The policy is that a tenant/household will not, in future, be allocated more than two allotments.

It is currently not possible for existing tenants to be on a waiting list for a site if they already exceed this total due to the current extremely high demand.

Direct transfers of allotments are not permitted.

In the event of a death of a tenant the executors of the deceased estate should contact the council for advice, the contract will have automatically lapsed and the allotment will be due for return to the available stock list.

On the surrender of an allotment contract all allotments are returned to the general stock list and after inspection will be re-let in line with this procedure.

When an allotment is vacated and is therefore available for reallocation

1. Consideration will be given to dividing the vacant plot.
2. It/they will be offered by means of a letter and email which will be sent to the person at the top of the site waiting list.
3. If there is no response within 15 working days, the person is removed from the waiting list.
4. An offer is then made to the next person on the list.
5. If more than 2 offers are declined, that person will be placed on the bottom of the waiting list, by changing the date on list to the current date.

An annual review of the waiting list will be undertaken. This will be done via letter and anyone not confirming they wish to stay on the list will be removed from the list after 15 working days.